

Volume IX – E-Filing Reference Guide for I-140

Purpose

The purpose of this volume is to highlight key aspects of the I-140 E-Filing module for prospective employers wishing to E-File an Immigration Petition For Alien Worker (Form I-140). The following screenshots and discussion topics will provide a preview of the I-140 E-Filing Form and can be used as a reference to prepare for E-Filing I-140 petitions.

In this document the following topics will be addressed:

- [E-Filing and Centralized Filing/Sole Jurisdiction](#)
- [How the I-140 E-Filing Form Differs From the Fillable PDF Form on the USCIS Website](#)
- [Providing Work Addresses](#)
- [Soviet Scientists E-Filing Ineligibility](#)
- [North American Industry Classification System \(NAICS\) Codes](#)
- [Additional Family Information](#)
- [I-140 and Concurrent E-Filing](#)
- [I-140 Mailing Addresses for Supporting Documentation](#)

E-Filing and Centralized Filing/Sole Jurisdiction

Sole Jurisdiction and/or Centralized Filing is a privilege granted to a petitioner, or a petitioner's attorney/representative, whose headquarters, human resources, or legal operations is located within a CIS Service Center's jurisdiction. If a petitioner's request for Sole Jurisdiction/Centralized Filing is granted, the petitioner is placed on a CIS Service Center's Sole Jurisdiction/Centralized Filing list and may submit all petitions (I-140s and I-129s are petitions) to that CIS Service Center, regardless of where the beneficiary will work or where the petitioner is located.

E-Filing under a Sole Jurisdiction/Centralized Filing program without prior authorization risks significant processing delays as the petition is manually transferred to the correct location.

Filing Status

WARNING: If you are utilizing Centralized Filing, you must file as an attorney or representative.

Ignore

Electronically process your application, you must provide information for the items below.

1. Attorney or non-attorney

Please indicate below if you are filing this form as a qualified attorney or otherwise: *

You **DON'T** need to be an attorney or representative to E-File under the Sole Jurisdiction Centralized Filing program.

Someone. I am not a Qualified Attorney.

Representative.

2. Are you authorized for Centralized Filing or Sole Jurisdiction or is this filing for an internationally recognized athlete, group, team sports organization, or Canadian Custom Harvester?*

☒ Yes

☐ No

When E-Filing a petition under a Sole Jurisdiction/Centralized Filing program please note:

- The warning message that states that you must file as an attorney or representative should be disregarded.
- You must self-select your Sole Jurisdiction/Centralized Filing Service Center when prompted or the petition may not be sent to the correct processing location (see dropdown just under the second Filing Status question).

How the I-140 E-Filing Form Differs from the Fillable PDF Form on the USCIS Website

- The E-Filing form is based on the Form I-140 (Rev. 09/26/03), and while this form version is valid, a revised version has been posted on USCIS' Forms and Fees website.
- This fact will have no impact on how your petition is processed.
- While the following information is not requested for on-line forms the E-Filed I-140s can be processed without submitting this information electronically:
 - State/Province of Birth
 - City/Town/Village of Birth
 - Petition Type - Soviet Scientist
 - DOL/ETA Case Number

Providing Work Addresses

Providing the nonimmigrant actual work location is critical to the electronic routing of E-Filing petitions.

The screenshot shows the USCIS E-Filing I-140 form. A yellow box with the text "Work Address is required in Part 1 or 6" has two blue arrows pointing to "Part 1. Information about the person or organization filing this petition." and "Part 6. Basic information about the proposed employment.".

Part 1. Information about the person or organization filing this petition.

In order to electronically process your application, you must provide information for the items marked * below.

If the employer is an individual, the **Family Name** and **Given Name** must be provided. If the employer is an organization then the **Company or Organization Name** must be provided.

Family Name: * [Text Box]
Given Name: * [Text Box]
 Middle Initial: [Text Box]
 Address - Attn: [Text Box]
Company or Organization: * [Text Box]
 Street Number and Name: * [Text Box]
 Room: [Text Box]
 City: * [Text Box]
 Select a state (U.S. address only) or province (Outside U.S.): *
 State: [Select a State]
 Province: [Text Box]
 Country: * [Select a Country]
 Zip (U.S. address only) */ Postal Code (Outside U.S.): [Text Box]
 E-mail Address: [Text Box]
 IRS Tax #: [Text Box]
 Social Security # (if any): [Text Box]

Part 6. Basic information about the proposed employment.

Job title: [Select a Job Code]
 SOC Code: [Select a SOC Code]
 Nontechnical description of job: [Text Area]
 Address where person will work, if different from address in Part 1:
 Address 1: [Text Box]
 Address 2: [Text Box]
 Apt. #: [Text Box]
 City: [Text Box]
 State: [Select a State]
 Zip Code: [Text Box]
 Is this a full-time position? ☐ Yes ☐ No
 Hours per week: [Text Box] Wages per week \$: [Text Box]

- Routing of E-Filed I-140 petitions is based on work location.
- If a foreign address is provided in Part 1, you will be required to provide a US work address in Part 6.
- If a US address is provided and no work address is provided in Part 6, the system will consider the address provided in Part 1 as the work location.
- If there is more than one work location then you should provide the primary or first plan work location and provide the remaining address on a separate piece of paper with the petition's supporting documentation.

Soviet Scientists E-Filing Ineligibility

E-Filing is not for everyone and there are a number of situations in which you must continue to use the paper-based process in order to properly file your petition. These situations include when you are applying for a filing fee waiver or requesting that your case be expedited.

Part 2. Petition Type.

In order to electronically process your application, you must provide information for the items marked * below.

This petition is being filed for (Check one): *

- ☐ a. An alien of extraordinary ability
- ☐ b. An outstanding professor or research scholar
- ☐ c. A multinational executive or manager
- ☐ d. A member of the professions holding an advanced degree or an alien of exceptional ability (who is **NOT** seeking a National Interest Waiver)
- ☐ e. A skilled worker (requiring at least two years of specialized training or experience) or professional (Item F - no longer available)
- ☐ g. Any other worker (requiring less than two years of training or experience)
- ☐ i. An alien applying for a national interest waiver (who **IS** a member of the professions holding an advanced degree or an alien of exceptional ability)

◀ Back Cancel Continue ▶

Due to the E-Filing system being granted an extension for using the previous version of the I-140 form, "Soviet Scientist" is not listed in Part 2 of the on-line form.

- Soviet Scientists are not eligible to E-File the I-140 and must file in paper.
- Petition Type is a form specific section that asks a required question that will only apply to the I-140 form.

Part 2. Petition Type.

ERROR: It is suggested that you indicate your Petition Type. Failure to do so may result in your application or petition being delayed or denied.

In order to electronically process your application, you must provide information for the items marked * below.

This petition is being filed for (Check one): *

- ☐ a. An alien of extraordinary ability
- ☐ b. An outstanding professor or research scholar
- ☐ c. A multinational executive or manager
- ☐ d. A member of the professions holding an advanced degree or an alien of exceptional ability (who is **NOT** seeking a National Interest Waiver)
- ☐ e. A skilled worker (requiring at least two years of specialized training or experience) or professional (Item F - no longer available)
- ☐ g. Any other worker (requiring less than two years of training or experience)
- ☐ i. An alien applying for a national interest waiver (who **IS** a member of the professions holding an advanced degree or an alien of exceptional ability)

◀ Back Cancel Continue ▶

Error messages received if this section is left blank.

North American Industry Classification System (NAICS) Codes

Part 5. Additional Information about the petitioner.

Type of petitioner (Check one):

- ☐ Employer
 - ☐ Self
 - ☐ Other
- (Explain, e.g., Permanent Resident, on behalf of the alien.)

If a company, give the following:

Type of Business:

NAICS Code:

Date Established:

Current # of employees:

Gross Annual Income:

Net Annual Income:

If an individual, give the following:

Occupation:

Annual Income:

All North American Industry Classification System (NAICS) codes are listed in the NAICS dropdown box.

Select a NAICS Code

MM DD YYYY

\$

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\$

- Due to the E-Filing system being granted an extension on using the previous version of the I-140, a DOL/ETA Case Number field is NOT in Part 5 of the on-line form.

Additional Family Information

If the number of family members exceeds the number of fields provided in Part 7, then the information for additional family must be submitted on a separate piece of paper with your supporting documentation.

Part 7. Information on spouse and all children of the person you are filing for.

List husband/wife and all children related to the individual for whom the petition is being filed. Provide an attachment of additional family members, if needed.

(Name)	(Relationship)	(Date of Birth)	(Country of Birth)
<input type="text"/>	<input type="text"/>	<input type="text"/> MM <input type="text"/> DD <input type="text"/> YYYY	Select a Country
<input type="text"/>	<input type="text"/>	<input type="text"/> MM <input type="text"/> DD <input type="text"/> YYYY	Select a Country
<input type="text"/>	<input type="text"/>	<input type="text"/> MM <input type="text"/> DD <input type="text"/> YYYY	Select a Country
<input type="text"/>	<input type="text"/>	<input type="text"/> MM <input type="text"/> DD <input type="text"/> YYYY	Select a Country
<input type="text"/>	<input type="text"/>	<input type="text"/> MM <input type="text"/> DD <input type="text"/> YYYY	Select a Country

I-140 and Concurrent E-Filing

Concurrently E-Filing is a term that describes an E-Filing system functionality. By concurrent E-Filing, certain form types can be electronically submitted at the same under specific circumstances (e.g., I-129s and I-907s). Concurrently E-Filing is NOT synonymous with policies like USCIS' Concurrent Filing program, which refers to petitioner submitting Form I-485, Application for Adjustment of Status concurrently with the I-140 and other forms like:

- Form I-131, Application for Travel Document;
- Form I-212, Application for Permission to Reapply for Admission into the United States After Deportation or Removal;

- Form I-765, Application for Employment Authorization; or
- Form I-824, Application for Action on an Approved Application or Petition.

No forms are available for concurrent E-Filing with the I-140.

- Paper-based applications associated with an E-Filing application are treated as separate applications because they are received and data entered into USCIS' case management system at different times. If there are paper-based applications you wish to concurrently E-File with an E-Filing application, E-Filing may NOT be the best filing method and, while you are NOT required to do so, you may want to consider mailing all your forms and fees in paper.

Filing in paper is always an option

I-140 Mailing Addresses for Supporting Documentation

If you have E-Filed your petition but were unable to save and/or print the PDF version of the petition and confirmation receipt notice, you should:

- Wait to receive the official receipt notice (Form I-797) in the mail;
- Note the receipt number on the I-797;
- Mail the supporting documentation to one of the addresses below, if the petition is a non-premium processing case; and
- Include a cover letter referencing your receipt number and clearly state that the supporting documentation is for an E-Filed petition.

IF...	THEN ...
Your petition receipt number begins with “WAC”	Send supporting documentation to: California Service Center Attn: E-Filed I-140 P.O. Box 10140 Laguna Niguel, CA 92607-0140
Your petition receipt number begins with “LIN”	Send supporting documentation to: Nebraska Service Center Attn: E-Filed I-140 PO Box 87373 Lincoln, NE 68501-7373
Your petition receipt number begins with “SRC”	Send supporting documentation to: Texas Service Center Attn: E-Filed I-140 P.O. Box 851391 Mesquite, TX 75185-1391
Your petition receipt number begins with “EAC”	Send supporting documentation to: Vermont Service Center Attn: E-Filed I-140 75 Lower Welden Street St. Albans, VT 05479-0001